

Resume Screening and Review

When screening applicant resumes, look for the following:

RESUME REVIEW	<ul style="list-style-type: none">? Are there gaps or overlaps in employment history and education?? Do the applicant's skills and background meet the job criteria, as outlined in the job description?? Does the applicant's job history demonstrate progress, i.e., increased responsibility and/or salary?? Is the resume clean and free of errors?? Does the information on the resume generate enough interest for you to meet with the applicant to learn more about them?
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